

PHILIPPINE BIDDING DOCUMENTS

for the

PROPOSED CONTRACT FOR LAUNDRY SERVICES

**One (1) Year Contract
(1 April 2024 to 31 March 2025)**

Project Reference No.: BAC1-2023-10-0068

End-User: Property and Supply Division

UPM – PHILIPPINE GENERAL HOSPITAL

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



University of the Philippines
The Health Sciences Center
BIDS & AWARDS COMMITTEE 1
BAC Office, PGH Compound
Taft Avenue, Manila
Tel. No. 554-8400 local 3014 / 3015



INVITATION TO BID FOR

Project Reference No.: BAC1-2023-10-0068

PROPOSED CONTRACT FOR LAUNDRY SERVICES ONE (1) YEAR CONTRACT (1 April 2024 to 31 March 2025)

1. The *University of the Philippines Manila - Philippine General Hospital (UPM-PGH)*, through the *General Appropriations Act CY 2024* intends to apply the sum of **TWENTY-SIX MILLION SIX HUNDRED NINETY-SIX THOUSAND NINE HUNDRED FORTY-NINE AND 36/100 PESOS (Php26,696,949.36) ONLY**, inclusive of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies, being the ABC to payments under the contract for *Contract for Laundry Services - One (1) Year Contract (1 April 2024 to 31 March 2025) under Project Reference No.: BAC1-2023-10-0068*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **UPM-PGH** now invites bids for the above Procurement Project. Delivery of the Goods is required by within the period stated in Section VI, Schedule of Requirements. Bidders should have completed, **within two (2) years from** the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from UPM-PGH BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00AM to 4:30PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **12 October 2023** from the given address and website(s) below *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TWENTY THOUSAND PESOS (Php20,000.00) ONLY***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through electronic means*.
6. The UPM-PGH will hold a **Pre-Bid Conference** on **27 October 2023, 9:30AM** at **Conference Room, BAC 1 Office, UPM-Philippine General Hospital, PGH Compound, Taft Avenue, Ermita, Manila** and/or through video conferencing or webcasting *via [ZOOM Meeting]*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC 1 Secretariat through manual submission at the office address indicated below, on or before **9:00AM, 10 November 2023**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **10 November 2023, 9:30AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The UPM-PGH reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Bids and Awards Committee I Secretariat
UP-Philippine General Hospital
PGH Compound, Taft Avenue, Manila
Telephone No.: 8-554-8400 local 3014/3015
e-Mail Address: bac1pgh.upm@up.edu.ph
12. You may visit the following websites:
<https://bidsandawards.upm.edu.ph/>

For downloading of Bidding Documents: [www.philgeps.gov.ph]
[https://bidsandawards.upm.edu.ph/]

Dean CHARLOTTE M. CHIONG, MD, PhD
Chairperson, Bids and Awards Committee 1

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, UPM-PGH wishes to receive Bids for the ***Proposed Contract for Laundry Services – One (1) Year Contract (1 April 2024 to 31 March 2025)***, with identification number ***BAC1-2023-10-0068***.

The Procurement Project (referred to herein as “Project”) is composed of ***One (1) Lot for the Proposed Contract for Laundry Services – One (1) Year Contract (1 April 2024 to 31 March 2025)*** the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***General Appropriations Act CY 2024*** in the amount of ***Twenty Six Million Six Hundred Ninety Six Thousand Nine Hundred Forty Nine Pesos & 36/100 (Php26,696,949.36) Only***.

2.2. The source of funding is:

a. NGA, the National Expenditure Program.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or ***IB*** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at the **BAC1 Conference Room, BAC1 Office, PGH Compound, Taft Avenue, Ermita, Manila** and/or through {**ZOOM Meeting**} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *two (2) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																																																																										
5.3	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> a. Contract for Laundry Services b. completed within [<i>indicate period</i>] prior to the deadline for the submission and receipt of bids. 																																																																									
7.1	<i>Subcontracting is not allowed</i>																																																																									
12	The price of the Goods shall be quoted DDP [<i>state place of destination</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.																																																																									
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> a. The amount of not less than FIVE HUNDRED THIRTY THREE THOUSAND NINE HUNDRED THIRTY EIGHT & 99/100 (Php533,938.99) ONLY, <i>the amount equivalent to two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ONE MILLION THREE HUNDRED THIRTY FOUR THOUSAND EIGHT HUNDRED FORTY SEVEN & 47/100 (Php1,334,847.47) ONLY, <i>the amount equivalent to five percent (5%) of ABC</i>, if bid security is in Surety Bond. 																																																																									
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 5%;">ITEM NO.</th> <th rowspan="2" style="width: 45%;">ITEM DESCRIPTION (AGENCY's REQUIREMENTS)</th> <th rowspan="2" style="width: 10%;">MAXIMUM QTY.</th> <th rowspan="2" style="width: 5%;">UOM</th> <th colspan="2" style="width: 35%;">ABC (Php)</th> </tr> <tr> <th style="width: 15%;">ESTIMATED COST PER ITEM</th> <th style="width: 15%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Proposed Contract for Laundry Services – One (1) Year Contract</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Lot</td> <td style="text-align: right;">26,696,949.36</td> <td style="text-align: right;">26,696,949.36</td> </tr> <tr> <td></td> <td>I. Various Hospital Linen (piece/pc)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Camisa, Adult</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Laboratory Gown</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Camisa, Knitted</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Pants</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Wrapper</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Bunny Suit</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Blanket, Ilocano</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Case, Pillow</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						ITEM NO.	ITEM DESCRIPTION (AGENCY's REQUIREMENTS)	MAXIMUM QTY.	UOM	ABC (Php)		ESTIMATED COST PER ITEM	TOTAL	1	Proposed Contract for Laundry Services – One (1) Year Contract	1	Lot	26,696,949.36	26,696,949.36		I. Various Hospital Linen (piece/pc)						Camisa, Adult						Laboratory Gown						Camisa, Knitted						Pants						Wrapper						Bunny Suit						Blanket, Ilocano						Case, Pillow				
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	Screen, Bed				
	Towel, Bath				
	Sheet, Procto				
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	Sheet, Operating				
	Gown, Operating				
	Towel, Operating				
	Strap Belt				
	Bag, Laundry				
	Long Hand Towel				
	Net, Mosquito				
	Napkin, Table				
	II. Comforter (kilogram/kg)				
	Comforter				
	III. Special Linen (kilogram/kg)				

	Curtain				
	Cloth, Table				
	Drapes				
TOTAL AMOUNT					26,696,949.36

Terms and Conditions:

1. The CONTRACTOR shall render the laundry services required by the UPM-PGH for the period **01 April 2024 to 31 March 2025**;

2. The CONTRACTOR guarantees that it has the equipment, facilities and manpower for the faithful compliance of its obligations;

3. The CONTRACTOR shall undertake the washing and laundering of the linen of UP-PGH during the effectivity of the contract as per attached list marked as **Annex “A”**;

4. The CONTRACTOR agrees to collect all soiled and dirty linens of UP-PGH every morning between **8:30 a.m. to 11:30 a.m.** and to deliver the clean and laundered linen between **7:00 a.m. and 8:00 a.m.** the following day directly to the Linen/Laundry Unit - PSD of UP-PGH. The CONTRACTOR shall **provide a delivery truck/van for the delivery of clean laundered linen and collection of soiled linen. The CONTRACTOR shall ensure that the delivery truck/van in use is cleaned and sanitized in compliance with infectious control procedures. A certification shall be provided/submitted to Linen/Laundry Unit - PSD for every scheduled delivery of clean laundered linen.** The driver of the delivery truck shall register the time of its arrival in the logbook at Linen/Laundry Unit - PSD. In case the CONTRACTOR fails to deliver the clean laundered linen on time, a penalty equivalent to one percent (1%) of the total cost of laundry for the day shall be deducted by UP-PGH from the monthly payment due to the CONTRACTOR. The CONTRACTOR shall also provide at least one (1) linen trolley for the pick-up of soiled linen and one (1) for the delivery of clean linen as well as working gloves for their representatives assigned at UP-PGH. The CONTRACTOR shall provide the appropriate Personal Protective Equipment (PPE) always as needed by their representatives. The representative from Health and Infectious Control Unit (HICU) of UP-PGH shall conduct random on the spot inspection of CONTRACTOR’s trucks/vans to ensure that they met the key disinfection criteria;

5. The CONTRACTOR shall assign **at least five (5) representatives from Monday to Saturday and at least three (3) representatives during Sunday and Holidays** at UP-PGH to attend to the counting and picking of soiled and dirty linen and to deliver clean or laundered linen at selected areas as follows:

- a) DEMS Complex and Call Room-counting and pick -up of soiled linen;
- b) OR Complex and Call Room-sorting, counting, and pick-up soiled linen; delivery of clean linen; and checking and reconciliation of records;
- c) Linen/Laundry Unit - sorting and counting of soiled linen; checking and reconciliation of records.

6. The representatives of the CONTRACTOR shall report to the UP-PGH Linen/Laundry Unit - PSD from **7:00 a. m. to 1:30 p.m.** where they shall also register in the logbook. In case any of the five (5) representatives reported late, accumulates undertime or does not report for work without replacement, UP-PGH shall deduct from its monthly laundry payment the equivalent amount of all undertime or absences, computed on the basis of the salary of the five (5) representatives;

7. The CONTRACTOR shall undertake the *soaking of contaminated linen, washing and laundering of linen only within its laundry shop* and/or establishment which shall be kept clean and sanitary at all times;

8. A representative of the Linen/Laundry Unit – PSD of UP-PGH shall be allowed to go to the laundry shop and establishment of the CONTRACTOR at anytime during the day without prior notice to inspect or check on the laundry service being performed on the UP-PGH linen and to see to it that the conditions stipulated in the contract are met;

9. In certain instances, as prevailing conditions or situations may require the CONTRACTOR shall furnish, upon request of UP-PGH, special vehicle to pick-up soiled and dirty linen or to deliver laundered linen without additional cost to UP-PGH;

10. Linens which are unsatisfactorily laundered, shall be returned to the CONTRACTOR for re-laundering without additional cost to UP-PGH. All re-laundered linens shall be delivered back to the Linen/Laundry Unit – PSD the following day. Consistent unsatisfactory performance may be a valid ground to terminate the contract and forfeit the Performance Bond;

11. All linen, whether of cotton or woolen materials shall be properly laundered to the satisfaction of the UP-PGH authorities to ensure cleanliness, disinfection and preservation of the materials;

12. All linen shall be delivered properly pressed, folded and sorted. Any linen delivered not properly pressed, folded and sorted shall be returned to the CONTRACTOR for compliance of these requirements, and shall be delivered back to the Linen/Laundry Unit – PSD on the following day without additional cost to UP-PGH;

13. Any lost or damaged linen while under the custody of the CONTRACTOR must be paid by it at the cost price or replaced in kind, provided that such replacement shall be of the same material, quality and in size as the article being replaced and should be acceptable to UP-PGH. Provided further, that failure to pay the cost or replace the lost or damaged linen shall give UP-PGH the right to deduct the amount equivalent to the cost of the lost or damaged linen from the payment due

to the CONTRACTOR under the contract, without prejudice to the right of UP-PGH to rescind or terminate this Contract for violation of this provision;

14. The delivery of clean linen should be sorted according to type, size and color (that is large sheets, pillowcases, etc.) and packed in biodegradable plastic to prevent excessive exposure to contamination, maintain sanitation and cleanliness during issuance to respective units. The required packaging per delivery is as follows:

ITEM DESCRIPTION	REQUIRED PACKAGING PER DELIVERY	REMARKS
Camisa adult	20's per pack	
Laboratory gown	20's per pack	
Camisa knitted	50's per pack	single end-user
Pants	20's per pack	
Wrapper	20's per pack	
Bunny Suit	per delivery/batch	
Blanket, Ilocano	10's per pack	
Case, pillow	20's per pack	
Cover, crib	50's per pack	
Diaper, birdseye	50's per pack	
Diaper w/ tail	50's per pack	
Sheet draw, white	40's per pack	
Sheet draw, colored	40's per pack	
Sheet, large, Unbleached	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Sheet, large, Colored	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Towel, treatment	100's per pack	
Cover, Bench	per delivery/batch	
Cover, table, runner	per delivery/batch	
Cover, instrument	20's per pack	
Cover, dressing, big	20's per pack	
Cover, stretcher	per delivery/batch	
Cover, cushion	1's or single pack	
Screen, bed	1's or single pack	
Towel, bath	20's per pack	
Sheet, Procto	1's or single pack	
Sheet, gyne	10's per pack	
Sheet, operating	10's per pack	
Gown, operating	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Towel, operating	100's per pack	

Strap belt	10's per pack		
Bag, laundry	10's per pack		
Long hand towel	15's per pack		
Net, mosquito	1's or single pack		
Comforter	per delivery/batch		
Napkin, table	20's per pack	single end-user	
Curtain	1's or single pack		
Cloth, table	20's per pack	single end-user	
Drapes	per delivery/batch		

15. The CONTRACTOR shall also furnish laundry service, even on Sundays and Holidays; However, the CONTRACTOR should also be available as maybe called upon in any of the four legal holidays enumerated above in time of emergency.

16. In the event that failure by the CONTRACTOR to comply with its obligations, either caused by strike, stoppage of work, slow down or picketing of the premises of the CONTRACTOR or other causes beyond its control, UP-PGH shall have the right to engage the services of other laundry establishments during the strike, stoppage of work, slow down and charge the incurred cost against the account of the CONTRACTOR in consideration of the difference in rate, if any, but not in excess of twenty percent (20%) of the rate of the CONTRACTOR;

17. During the effectivity of the CONTRACT, neither party shall alter any part or portion hereof, particularly as to the increase of prices of the linen to be laundered, unless agreed by both parties in writing;

18. Undelivered linen (shortage) for the day must be delivered within the next day and non-delivery will automatically authorize UP-PGH to charge the cost price of the undelivered linen against the laundry bill of the CONTRACTOR;

19. The payment for laundry services for any given month shall be made within the first fifteen (15) days of the succeeding month after presentation of the corresponding bills duly supported by delivery receipt, countersigned by the Supervisor of Linen/Laundry Unit and the Supervising Administrative Officer, PSMO of the UP-PGH or duly authorized representative at the rates specified in the Contract;

20. It is understood that laundry services may increase or decrease depending on the actual demand of the hospital;

21. It is agreed that no employer-employee relationship in any manner, or form is deemed created between UP-PGH and the CONTRACTOR, including the latter's personnel and agents assigned to perform the services stipulated in the Contract;

22. The CONTRACTOR shall faithfully pay wages, compensation and other benefits to its employees or personnel in accordance with the minimum wage and other laws related to wages and compensation of its employees;

23. As a pre-condition for the payment of the services provided by the CONTRACTOR to UP-PGH, the former shall submit to the latter a duly sworn

	<p>certification that all employees of the CONTRACTOR have duly received their corresponding wages and other compensation due them as provided for by the law. Failure of the CONTRACTOR to submit the above-named certification earlier than five (5) days prior to the date of payment by UP-PGH as provided under the Contract shall give the latter the right to unilaterally rescind, revoke or terminate the CONTRACT or withhold payment to the CONTRACTOR until the latter have complied with this provision.</p> <p>24. To secure the faithful performance of all its obligations pursuant to the Contract, the CONTRACTOR shall post a Performance Bond in favor of UP-PGH which may be in the form of cash equivalent to five percent (5%) of the total contract price, Philippine Currency or in the form of surety (General Insurance Fund) issued by GSIS equivalent to thirty percentage (30%) of the total contract price within ten (10) calendar days upon receipt of the Notice of Award and before the signing of the Contract.</p> <p>25. Violation of any or all the above terms and condition by the CONTRACTOR shall give UP-PGH the right to rescind, revoke or pre-terminate the Contract and forfeit the performance bond in favor of UP-PGH without prejudice to the filing by UP-PGH of the appropriate court action as warranted by the circumstances in the proper court of the City of Manila.</p> <p>26. Failure to comply with the submission of the required documents shall be ground for post-disqualification in accordance with RA 9184.</p> <p>27. Compliance with RA 9184 and other applicable laws.</p>
20.2	<p>Within a non-extendible period of five (5) days from receipt of the Notice of LCB/Post-Qualification from the BAC, the Bidder shall submit the following:</p> <ul style="list-style-type: none"> a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); b) Latest Audited Financial Statement stamped “received by the BIR or its duly accredited and authorized institutions. c) Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); <i>(only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (eFPS) shall be accepted)</i> d) Mayor’s or Business permit issued by the Local Government Unit having territorial jurisdiction of your principal place of business, or the equivalent document for Exclusive Economic Zones or Areas; e) Tax clearance per E.O. No. 398; s.2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); f) Other appropriate licenses and permits required by law and stated in the Bidding Documents. <p><i>In case of Joint Venture, all parties shall submit the same documentation as stated above.</i></p>
21.2	Not applicable

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the assigned staff.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>
	<ol style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>b. in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>
	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
4	<p>Inspection and Tests –</p> <p>The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications and compliance with the Terms and Conditions.</p> <p>Return of Defective Items and Replacement</p> <p>All items that failed the inspection shall not be accepted and must be returned immediately. Replacement must be made within the next working day.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivered, Weeks/Months
Proposed Contract for Laundry Services - One (1) Year Contract		1 lot	
I. Various Hospital Linen (piece/pc)			
1	Camisa, Adult		
2	Laboratory Gown		
3	Camisa, Knitted		
4	Pants		
5	Wrapper		
6	Bunny Suit		
7	Blanket, Ilocano		
8	Case, Pillow		
9	Cover, Crib		
10	Diaper, Birdseye		
11	Diaper, with tail		
12	Sheet, Draw, White		
13	Sheet, Draw, Colored		
14	Sheet, Large, Unbleached		
15	Sheet, Large, Colored		
16	Towel, Treatment		
17	Cover, Bench		
18	Cover, Table Runner		
19	Cover, Instrument		
20	Cover, Dressing, Big		
21	Cover, Stretcher		
22	Cover, Cushion		
23	Screen, Bed		
24	Towel, Bath		
25	Sheet, Procto		
26	Sheet, Gyne		
27	Sheet, Operating		
28	Gown, Operating		
29	Towel, Operating		
30	Strap Belt		
31	Bag, Laundry		
32	Long Hand Towel		
33	Net, Mosquito		
34	Napkin, Table		
II. Comforter (kilogram/kg)			
35	Comforter		
III. Special Linen (kilogram/kg)			
36	Curtain		
37	Clothe, Table		
38	Drapes		

Delivery Period:
Please See
Attached Terms
and Conditions

TERMS AND CONDITIONS:

1. The CONTRACTOR shall render the laundry services required by the UPM-PGH for the period **01 April 2024 to 31 March 2025**;
2. The Contractor guarantees that it has the equipment, facilities and manpower for the faithful compliance of its obligations;
3. The Contractor shall undertake the washing and laundering of the linen of UP-PGH during the effectivity of the contract as per attached list marked as **Annex "A"**;
4. The CONTRACTOR agrees to collect all soiled and dirty linens of UP-PGH every morning between **8:30 a.m. to 11:30 a.m.** and to deliver the clean and laundered linen between **7:00 a.m. and 8:00 a.m.** the following day directly to the Linen/Laundry Unit - PSD of UP-PGH. The CONTRACTOR shall **provide a delivery truck/van for the delivery of clean laundered linen and collection of soiled linen. The CONTRACTOR shall ensure that the delivery truck/van in use is cleaned and sanitized in compliance with infectious control procedures. A certification shall be provided/submitted to Linen/Laundry Unit - PSD for every scheduled delivery of clean laundered linen.** The driver of the delivery truck shall register the time of its arrival in the logbook at Linen/Laundry Unit - PSD. In case the CONTRACTOR fails to deliver the clean laundered linen on time, a penalty equivalent to one percent (1%) of the total cost of laundry for the day shall be deducted by UP-PGH from the monthly payment due to the CONTRACTOR. The CONTRACTOR shall also provide at least one (1) linen trolley for the pick-up of soiled linen and one (1) for the delivery of clean linen as well as working gloves for their representatives assigned at UP-PGH. The CONTRACTOR shall provide the appropriate Personal Protective Equipment (PPE) always as needed by their representatives. The representative from Health and Infectious Control Unit (HICU) of UP-PGH shall conduct random on the spot inspection of CONTRACTOR's trucks/vans to ensure that they met the key disinfection criteria;
5. The CONTRACTOR shall assign **at least five (5) representatives from Monday to Saturday and at least three (3) representatives during Sunday and Holidays** at UP-PGH to attend to the counting and picking of soiled and dirty linen and to deliver clean or laundered linen at selected areas as follows:
 - a) DEMS Complex and Call Room-counting and pick -up of soiled linen;
 - b) OR Complex and Call Room-sorting, counting, and pick-up soiled linen; delivery of clean linen; and checking and reconciliation of records;
 - c) Linen/Laundry Unit - sorting and counting of soiled linen; checking and reconciliation of records.
6. The representatives of the CONTRACTOR shall report to the UP-PGH Linen/Laundry Unit - PSD from **7:00 a. m. to 1:30 p.m.** where they shall also register in the logbook. In case any of the five (5) representatives reported late, accumulates undertime or does not report for work without replacement, UP-PGH shall deduct from its monthly laundry payment the equivalent amount of all undertime or absences, computed on the basis of the salary of the five (5) representatives;
7. The CONTRACTOR shall undertake the ***soaking of contaminated linen, washing and laundering of linen only within its laundry shop*** and/or establishment which shall be kept clean and sanitary at all times;
8. A representative of the Linen/Laundry Unit – PSD of UP-PGH shall be allowed to go to the laundry shop and establishment of the CONTRACTOR at anytime during the day without prior notice to inspect or check on the laundry service being performed on the UP-PGH linen and to see to it that the conditions stipulated in the contract are met;

9. In certain instances, as prevailing conditions or situations may require the CONTRACTOR shall furnish, upon request of UP-PGH, special vehicle to pick-up soiled and dirty linen or to deliver laundered linen without additional cost to UP-PGH;
10. Linens which are unsatisfactorily laundered, shall be returned to the CONTRACTOR for re-laundering without additional cost to UP-PGH. All re-laundered linens shall be delivered back to the Linen/Laundry Unit – PSD the following day. Consistent unsatisfactory performance may be a valid ground to terminate the contract and forfeit the Performance Bond;
11. All linen, whether of cotton or woolen materials shall be properly laundered to the satisfaction of the UP-PGH authorities to ensure cleanliness, disinfection and preservation of the materials;
12. All linen shall be delivered properly pressed, folded and sorted. Any linen delivered not properly pressed, folded and sorted shall be returned to the contractor for compliance of these requirements, and shall be delivered back to the Linen/Laundry Unit – PSD on the following day without additional cost to UP-PGH;
13. Any lost or damaged linen while under the custody of the CONTRACTOR must be paid by it at the cost price or replaced in kind, provided that such replacement shall be of the same material, quality and in size as the article being replaced and should be acceptable to UP-PGH. Provided further, that failure to pay the cost or replace the lost or damaged linen shall give UP-PGH the right to deduct the amount equivalent to the cost of the lost or damaged linen from the payment due to the CONTRACTOR under the contract, without prejudice to the right of UP-PGH to rescind or terminate this Contract for violation of this provision;
14. The delivery of clean linen should be sorted according to type, size and color (that is large sheets, pillowcases, etc.) and packed in biodegradable plastic to prevent excessive exposure to contamination, maintain sanitation and cleanliness during issuance to respective units. The required packaging per delivery is as follows:

ITEM DESCRIPTION	REQUIRED PACKAGING PER DELIVERY	REMARKS
Camisa adult	20's per pack	
Laboratory gown	20's per pack	
Camisa knitted	50's per pack	single end-user
Pants	20's per pack	
Wrapper	20's per pack	
Bunny Suit	per delivery/batch	
Blanket, Ilocano	10's per pack	
Case, pillow	20's per pack	
Cover, crib	50's per pack	
Diaper, birdseye	50's per pack	
Diaper w/ tail	50's per pack	
Sheet draw, white	40's per pack	
Sheet draw, colored	40's per pack	
Sheet, large, Unbleached	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Sheet, large, Colored	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Towel, treatment	100's per pack	
Cover, Bench	per delivery/batch	
Cover, table, runner	per delivery/batch	

Cover, instrument	20's per pack	
Cover, dressing, big	20's per pack	
Cover, stretcher	per delivery/batch	
Cover, cushion	1's or single pack	
Screen, bed	1's or single pack	
Towel, bath	20's per pack	
Sheet, Procto	1's or single pack	
Sheet, gyne	10's per pack	
Sheet, operating	10's per pack	
Gown, operating	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Towel, operating	100's per pack	
Strap belt	10's per pack	
Bag, laundry	10's per pack	
Long hand towel	15's per pack	
Net, mosquito	1's or single pack	
Comforter	per delivery/batch	
Napkin, table	20's per pack	single end-user
Curtain	1's or single pack	
Cloth, table	20's per pack	single end-user
Drapes	per delivery/batch	

15. The CONTRACTOR shall also furnish laundry service, even on Sundays and Holidays; However, the CONTRACTOR should also be available as maybe called upon in any of the four legal holidays enumerated above in time of emergency.
16. In the event that failure by the CONTRACTOR to comply with its obligations, either caused by strike, stoppage of work, slow down or picketing of the premises of the CONTRACTOR or other causes beyond its control, UP-PGH shall have the right to engage the services of other laundry establishments during the strike, stoppage of work, slow down and charge the incurred cost against the account of the CONTRACTOR in consideration of the difference in rate, if any, but not in excess of twenty percent (20%) of the rate of the CONTRACTOR;
17. During the effectivity of the CONTRACT, neither party shall alter any part or portion hereof, particularly as to the increase of prices of the linen to be laundered, unless agreed by both parties in writing;
18. Undelivered linen (shortage) for the day must be delivered within the next day and non-delivery will automatically authorize UP-PGH to charge the cost price of the undelivered linen against the laundry bill of the CONTRACTOR;
19. The payment for laundry services for any given month shall be made within the first fifteen (15) days of the succeeding month after presentation of the corresponding bills duly supported by delivery receipt, countersigned by the Supervisor of Linen/Laundry Unit and the Supervising Administrative Officer, PSMO of the UP-PGH or duly authorized representative at the rates specified in the Contract;
20. It is understood that laundry services may increase or decrease depending on the actual demand of the hospital;

21. It is agreed that no employer-employee relationship in any manner, or form is deemed created between UP-PGH and the Contractor, including the latter's personnel and agents assigned to perform the services stipulated in the Contract;
22. The contractor shall faithfully pay wages, compensation and other benefits to its employees or personnel in accordance with the minimum wage and other laws related to wages and compensation of its employees;
23. As a pre-condition for the payment of the services provided by the CONTRACTOR to UP-PGH, the former shall submit to the latter a duly sworn certification that all employees of the CONTRACTOR have duly received their corresponding wages and other compensation due them as provided for by the law. Failure of the CONTRACTOR to submit the above-named certification earlier than five (5) days prior to the date of payment by UP-PGH as provided under the Contract shall give the latter the right to unilaterally rescind, revoke or terminate the CONTRACT or withhold payment to the CONTRACTOR until the latter have complied with this provision.
24. To secure the faithful performance of all its obligations pursuant to the Contract, the CONTRACTOR shall post a Performance Bond in favor of UP-PGH which may be in the form of cash equivalent to five percent (5%) of the total contract price, Philippine Currency or in the form of surety (General Insurance Fund) issued by GSIS equivalent to thirty percentage (30%) of the total contract price within ten (10) calendar days upon receipt of the Notice of Award and before the signing of the Contract.
25. Violation of any or all the above terms and condition by the Contractor shall give UP-PGH the right to rescind, revoke or pre-terminate the Contract and forfeit the performance bond in favor of UP-PGH without prejudice to the filing by UP-PGH of the appropriate court action as warranted by the circumstances in the proper court of the City of Manila.
26. Failure to comply with the submission of the required documents shall be ground for post-disqualification in accordance with RA 9184.
27. Compliance with RA 9184 and other applicable laws.

I hereby certify to comply and deliver all the above requirements.

Name of Company/ Bidder

Signature over Printed Name of Representative

Date

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

Item Number	Description	Quantity	STATEMENT OF COMPLIANCE (COMPLY/ DID NOT COMPLY)
Laundry Services - One (1) Year Contract		1 lot	
I. Various Hospital Linens (piece/pc)			
1	Camisa, Adult		
2	Laboratory Gown		
3	Camisa, Knitted		
4	Pants		
5	Wrapper		
6	Bunny Suit		
7	Blanket, Ilocano		
8	Case, Pillow		
9	Cover, Crib		
10	Diaper, Birdseye		
11	Diaper, with tail		
12	Sheet, Draw, White		
13	Sheet, Draw, Colored		
14	Sheet, Large, Unbleached		
15	Sheet, Large, Colored		
16	Towel, Treatment		
17	Cover, Bench		
18	Cover, Table Runner		
19	Cover, Instrument		
20	Cover, Dressing, Big		
21	Cover, Stretcher		
22	Cover, Cushion		
23	Screen, Bed		
24	Towel, Bath		
25	Sheet, Procto		
26	Sheet, Gyne		
27	Sheet, Operating		
28	Gown, Operating		
29	Towel, Operating		
30	Strap Belt		
31	Bag, Laundry		
32	Long Hand Towel		
33	Net, Mosquito		
34	Napkin, Table		
II. Comforter (Kilogram(kg))			
35	Comforter		
III. Special Linen (kilogram/kg)			
36	Curtain		
37	Cloth, Table		
38	Drapes		

TERMS AND CONDITIONS:

7. The CONTRACTOR shall render the laundry services required by the UPM-PGH for the period **01 April 2024 to 31 March 2025**;
8. The Contractor guarantees that it has the equipment, facilities and manpower for the faithful compliance of its obligations;

9. The Contractor shall undertake the washing and laundering of the linen of UP-PGH during the effectivity of the contract as per attached list marked as **Annex "A"**;
10. The CONTRACTOR agrees to collect all soiled and dirty linens of UP-PGH every morning between **8:30 a.m. to 11:30 a.m.** and to deliver the clean and laundered linen between **7:00 a.m. and 8:00 a.m.** the following day directly to the Linen/Laundry Unit - PSD of UP-PGH. The CONTRACTOR shall **provide a delivery truck/van for the delivery of clean laundered linen and collection of soiled linen. The CONTRACTOR shall ensure that the delivery truck/van in use is cleaned and sanitized in compliance with infectious control procedures. A certification shall be provided/submitted to Linen/Laundry Unit - PSD for every scheduled delivery of clean laundered linen.** The driver of the delivery truck shall register the time of its arrival in the logbook at Linen/Laundry Unit - PSD. In case the CONTRACTOR fails to deliver the clean laundered linen on time, a penalty equivalent to one percent (1%) of the total cost of laundry for the day shall be deducted by UP-PGH from the monthly payment due to the CONTRACTOR. The CONTRACTOR shall also provide at least one (1) linen trolley for the pick-up of soiled linen and one (1) for the delivery of clean linen as well as working gloves for their representatives assigned at UP-PGH. The CONTRACTOR shall provide the appropriate Personal Protective Equipment (PPE) always as needed by their representatives. The representative from Health and Infectious Control Unit (HICU) of UP-PGH shall conduct random on the spot inspection of CONTRACTOR's trucks/vans to ensure that they met the key disinfection criteria;
11. The CONTRACTOR shall assign **at least five (5) representatives from Monday to Saturday and at least three (3) representatives during Sunday and Holidays** at UP-PGH to attend to the counting and picking of soiled and dirty linen and to deliver clean or laundered linen at selected areas as follows:
 - d) DEMS Complex and Call Room-counting and pick -up of soiled linen;
 - e) OR Complex and Call Room-sorting, counting, and pick-up soiled linen; delivery of clean linen; and checking and reconciliation of records;
 - f) Linen/Laundry Unit - sorting and counting of soiled linen; checking and reconciliation of records.
12. The representatives of the CONTRACTOR shall report to the UP-PGH Linen/Laundry Unit - PSD from **7:00 a. m. to 1:30 p.m.** where they shall also register in the logbook. In case any of the five (5) representatives reported late, accumulates undertime or does not report for work without replacement, UP-PGH shall deduct from its monthly laundry payment the equivalent amount of all undertime or absences, computed on the basis of the salary of the five (5) representatives;
7. The CONTRACTOR shall undertake the ***soaking of contaminated linen, washing and laundering of linen only within its laundry shop*** and/or establishment which shall be kept clean and sanitary at all times;
8. A representative of the Linen/Laundry Unit – PSD of UP-PGH shall be allowed to go to the laundry shop and establishment of the CONTRACTOR at anytime during the day without prior notice to inspect or check on the laundry service being performed on the UP-PGH linen and to see to it that the conditions stipulated in the contract are met;
9. In certain instances, as prevailing conditions or situations may require the CONTRACTOR shall furnish, upon request of UP-PGH, special vehicle to pick-up soiled and dirty linen or to deliver laundered linen without additional cost to UP-PGH;
10. Linens which are unsatisfactorily laundered, shall be returned to the CONTRACTOR for re-laundering without additional cost to UP-PGH. All re-laundered linens shall be delivered back to the Linen/Laundry Unit – PSD the following day. Consistent unsatisfactory performance may be a valid ground to terminate the contract and forfeit the Performance Bond;

11. All linen, whether of cotton or woolen materials shall be properly laundered to the satisfaction of the UP-PGH authorities to ensure cleanliness, disinfection and preservation of the materials;
12. All linen shall be delivered properly pressed, folded and sorted. Any linen delivered not properly pressed, folded and sorted shall be returned to the contractor for compliance of these requirements, and shall be delivered back to the Linen/Laundry Unit – PSD on the following day without additional cost to UP-PGH;
13. Any lost or damaged linen while under the custody of the CONTRACTOR must be paid by it at the cost price or replaced in kind, provided that such replacement shall be of the same material, quality and in size as the article being replaced and should be acceptable to UP-PGH. Provided further, that failure to pay the cost or replace the lost or damaged linen shall give UP-PGH the right to deduct the amount equivalent to the cost of the lost or damaged linen from the payment due to the CONTRACTOR under the contract, without prejudice to the right of UP-PGH to rescind or terminate this Contract for violation of this provision;
14. The delivery of clean linen should be sorted according to type, size and color (that is large sheets, pillowcases, etc.) and packed in biodegradable plastic to prevent excessive exposure to contamination, maintain sanitation and cleanliness during issuance to respective units. The required packaging per delivery is as follows:

ITEM DESCRIPTION	REQUIRED PACKAGING PER DELIVERY	REMARKS
Camisa adult	20's per pack	
Laboratory gown	20's per pack	
Camisa knitted	50's per pack	single end-user
Pants	20's per pack	
Wrapper	20's per pack	
Bunny Suit	per delivery/batch	
Blanket, Ilocano	10's per pack	
Case, pillow	20's per pack	
Cover, crib	50's per pack	
Diaper, birdseye	50's per pack	
Diaper w/ tail	50's per pack	
Sheet draw, white	40's per pack	
Sheet draw, colored	40's per pack	
Sheet, large, Unbleached	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Sheet, large, Colored	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Towel, treatment	100's per pack	
Cover, Bench	per delivery/batch	
Cover, table, runner	per delivery/batch	
Cover, instrument	20's per pack	
Cover, dressing, big	20's per pack	
Cover, stretcher	per delivery/batch	
Cover, cushion	1's or single pack	
Screen, bed	1's or single pack	
Towel, bath	20's per pack	

Sheet, Procto	1's or single pack	
Sheet, gyne	10's per pack	
Sheet, operating	10's per pack	
Gown, operating	10's per pack for the 80% of total delivery and 1's or single pack for the remaining 20%	
Towel, operating	100's per pack	
Strap belt	10's per pack	
Bag, laundry	10's per pack	
Long hand towel	15's per pack	
Net, mosquito	1's or single pack	
Comforter	per delivery/batch	
Napkin, table	20's per pack	single end-user
Curtain	1's or single pack	
Cloth, table	20's per pack	single end-user
Drapes	per delivery/batch	

15. The CONTRACTOR shall also furnish laundry service, even on Sundays and Holidays; However, the CONTRACTOR should also be available as maybe called upon in any of the four legal holidays enumerated above in time of emergency.
16. In the event that failure by the CONTRACTOR to comply with its obligations, either caused by strike, stoppage of work, slow down or picketing of the premises of the CONTRACTOR or other causes beyond its control, UP-PGH shall have the right to engage the services of other laundry establishments during the strike, stoppage of work, slow down and charge the incurred cost against the account of the CONTRACTOR in consideration of the difference in rate, if any, but not in excess of twenty percent (20%) of the rate of the CONTRACTOR;
17. During the effectivity of the CONTRACT, neither party shall alter any part or portion hereof, particularly as to the increase of prices of the linen to be laundered, unless agreed by both parties in writing;
18. Undelivered linen (shortage) for the day must be delivered within the next day and non-delivery will automatically authorize UP-PGH to charge the cost price of the undelivered linen against the laundry bill of the CONTRACTOR;
19. The payment for laundry services for any given month shall be made within the first fifteen (15) days of the succeeding month after presentation of the corresponding bills duly supported by delivery receipt, countersigned by the Supervisor of Linen/Laundry Unit and the Supervising Administrative Officer, PSMO of the UP-PGH or duly authorized representative at the rates specified in the Contract;
20. It is understood that laundry services may increase or decrease depending on the actual demand of the hospital;
21. It is agreed that no employer-employee relationship in any manner, or form is deemed created between UP-PGH and the Contractor, including the latter's personnel and agents assigned to perform the services stipulated in the Contract;
22. The contractor shall faithfully pay wages, compensation and other benefits to its employees or personnel in accordance with the minimum wage and other laws related to wages and compensation of its employees;
23. As a pre-condition for the payment of the services provided by the CONTRACTOR to UP-PGH, the former shall submit to the latter a duly sworn certification that all employees of the

CONTRACTOR have duly received their corresponding wages and other compensation due them as provided for by the law. Failure of the CONTRACTOR to submit the above-named certification earlier than five (5) days prior to the date of payment by UP-PGH as provided under the Contract shall give the latter the right to unilaterally rescind, revoke or terminate the CONTRACT or withhold payment to the CONTRACTOR until the latter have complied with this provision.

24. To secure the faithful performance of all its obligations pursuant to the Contract, the CONTRACTOR shall post a Performance Bond in favor of UP-PGH which may be in the form of cash equivalent to five percent (5%) of the total contract price, Philippine Currency or in the form of surety (General Insurance Fund) issued by GSIS equivalent to thirty percentage (30%) of the total contract price within ten (10) calendar days upon receipt of the Notice of Award and before the signing of the Contract.
25. Violation of any or all the above terms and condition by the Contractor shall give UP-PGH the right to rescind, revoke or pre-terminate the Contract and forfeit the performance bond in favor of UP-PGH without prejudice to the filing by UP-PGH of the appropriate court action as warranted by the circumstances in the proper court of the City of Manila.
26. Failure to comply with the submission of the required documents shall be ground for post-disqualification in accordance with RA 9184.
27. Compliance with RA 9184 and other applicable laws.

I hereby certify to comply and deliver all the above requirements

Name of Company/ Bidder

Signature over Printed Name of Representative

Date

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
- (e) Notarized UP Questionnaire

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all

members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

(k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;

(l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

(m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

(a) Original of duly signed and accomplished Financial Bid Form; **and**

(b) Original of duly signed and accomplished Price Schedule (s)

Other documentary requirements under RA No. 9184 (as applicable)

(a) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(b) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bid Form

Date: _____
Project Reference No.: **BAC1-2023-10-0068**

THE BIDS AND AWARDS COMMITTEE 1

UPM – Philippine General Hospital
Taft Avenue, Manila

Gentlemen and/or Ladies:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to ***perform the Laundry Services for One (1) Year (01 April 2024 to 31 March 2025)***, in conformity with the said PBDs for the sum of [*total Bid amount in words and figures*] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [*specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties*], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Currency Commission or gratuity
---------------------------	---

_____	_____
_____	_____
_____	_____

(if none, state “None”) /

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder: _____ Project Reference No. **BAC1-2023-10-0068**

Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Brand Name	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 5 x 6)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 5 x 9)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project Ref No. **BAC1-2023-0068** Page ___ of ___

1	2	3	4	5	6	7	8	9	10	11
Item	Description	Country of origin	Brand Name	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 6+7+8+9)	Total Price delivered Final Destination (col 10) x (col 5)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Contract Agreement

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conformance thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

<p><i>[Insert Name and Signature]</i></p> <p><i>[Insert Signatory's Legal Capacity]</i></p> <p><i>for:</i></p> <p><i>[Insert Procuring Entity]</i></p>	<p><i>[Insert Name and Signature]</i></p> <p><i>[Insert Signatory's Legal Capacity]</i></p> <p><i>for:</i></p> <p><i>[Insert Name of Supplier]</i></p>
--	--

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bank Guarantee Form for Advance Payment

THE BIDS AND AWARDS COMMITTEE 1

UPM – Philippine General Hospital
Taft Avenue, Manila

Name of Contract: _____

under Project Reference No. BAC1-2023-10-0068

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

x-----x

BID SECURING DECLARATION Project Reference No.: BAC1-2023-0068

BIDS AND AWARDS COMMITTEE 1

UPM-Philippine General Hospital
Taft Avenue, Manila

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

Project Reference No.: **BAC1-2023-10-0068**

ABC: **Php26,696,949.36**

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the **Audited Financial Statements**, submitted to the Bureau of Internal Revenue (BIR).

		Year 2022
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) using the following formula, must be equal to the ABC to be bid:

NFCC = [(current assets – current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

NFCC Computation

DETAILS	AMOUNT
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total amount of the Value of Outstanding Contracts	
Total NFCC Computation	

(Signature over Printed Name of Authorized Representative)

(Signatory's Legal Capacity)

Duly authorized to sign Bid for and on behalf of _____

University of the Philippines Manila/

Project Reference No. **BAC1-2023-01-002**

Philippine General Hospital

Name of Project: PROPOSED CONTRACT FOR LAUNDRY SERVICES - ONE (1) YEAR CONTRACT (1 APRIL 2024 TO 31 MARCH 2025)

Location of Project: Property and Supply Division (PSD), PGH

Joint Venture Agreement

KNOWN ALL BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____, of legal age, _____, owner/proprietor of _____
(civil status)
and a resident of _____.

-and-

_____, of legal age, _____,
(civil status)
owner/proprietor of _____ a resident of _____
_____.

That both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the University of the Philippines Manila/Philippine General Hospital.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and /or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this ___ day of _____, in the year of the Lord _____

(Name of Company)

(Address of the Company)

(Telephone & Fax of the Company)

(Website Address of the Company)

(e-Mail Address of the Company)

(Date of Issuance)

Letter of Acceptance

This is to certify that _____ has satisfactorily delivered
(Name of Bidder)

(Item Description)

under P.O. No/s. _____ with Sales Invoice No. _____ and accepted on
_____. Said company has no more pending obligation with us regarding their
delivery/ies.

(Signature over Printed Name)

(Position)

(Company Name)

University of the Philippines
Diliman, Quezon City

Questionnaire for Prospective Bidders

(additional requirement for eligibility)

1. Have you ever participated in any bidding in the University of the Philippines System?

YES	NO

If YES, fill up the table below. Use additional pages if necessary.

Constituent University/UP Campus	Name of the Project	Amount of Project	Duration Start/End (Dates)	Status (On-going/ Completed)

2. Has your company ever been suspended or blacklisted by the University of the Philippines System?

YES	NO

If YES, fill up the table below. Use additional pages if necessary.

Constituent University/UP Campus	Name of the Project	Reason for suspension/ blacklisting	Status (On-going/ Completed)

3. Has your company ever been suspended or blacklisted by any government agency or private company?

YES	NO

If YES, fill up the table below. Use additional pages if necessary.

Name of government agency/ company	Name of the Project	Reason for suspension/ blacklisting	Status (On-going/ Completed)

4. Has there ever been any project of your company in the University of the Philippines that was terminated by Administration?

YES	NO	NA

If YES, fill up the table below. Use additional pages if necessary.

Constituent University/UP Campus	Name of the Project	Reason for suspension/ blacklisting	Status (On-going/ Completed)

5. Do you certify that all the documents submitted by your Company and personnel are authentic?

YES	NO

6. Is there any pending investigation and/or case filed against your Company or your personnel in any court or any similar institution in relation to any government contracts awarded to your

YES	NO

company? In relation to practice of profession of any of your personnel?

If YES, fill up the table below. Use additional pages if necessary.

For Company

Case Filed	Where Filed	Date Filed	Status (On-going/ Completed)	Remarks

For Personnel

Case Filed	Where Filed	Date Filed	Status (On-going/ Completed)	Remarks

I hereby certify that all statements and information provided herein are complete, true and correct.

Name & Signature of Bidder : _____
 Authorized Representative : _____
 Official Designation : _____
 Company : _____
 Date : _____

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__,
affiant exhibited to me his/her Community Tax Certificate No. _____
issued on _____ at _____, Philippines.

Notary Public
Until 31 December 20__
PTR No.: _____
Issued at: _____
Issued on: _____

TIN: _____

Project Reference No. **BAC1-2023-10-0068**
 Name of Project: **PROPOSED CONTRACT FOR LAUNDRY SERVICES – ONE (1) YEAR CONTRACT (1 April 2024 to 31 March 2025)**
 Location of Project: **Property and Supply Division, UPM-Philippine General Hospital**

Statement of All On-Going Government and Private Contracts Including Contracts Awarded But Not Yet Started

BusinessName: _____
 BusinessAddress _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								

Note: This statement shall be supported with:
 1. Notice of Award and/or Contract
 2. Notice to Proceed issued by the owner

Total Cost

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

Project Reference No. **BAC1-2023-10-0068**
 Name of Project: **PROPOSED CONTRACT FOR LAUNDRY SERVICES – ONE (1) YEAR CONTRACT (1 April 2024 to 31 March 2025)**
 Location of Project: **Property and Supply Division, UPM-Philippine General Hospital**

Statement of the Single Largest Completed Contract

Business Name: _____
 Business Address: _____

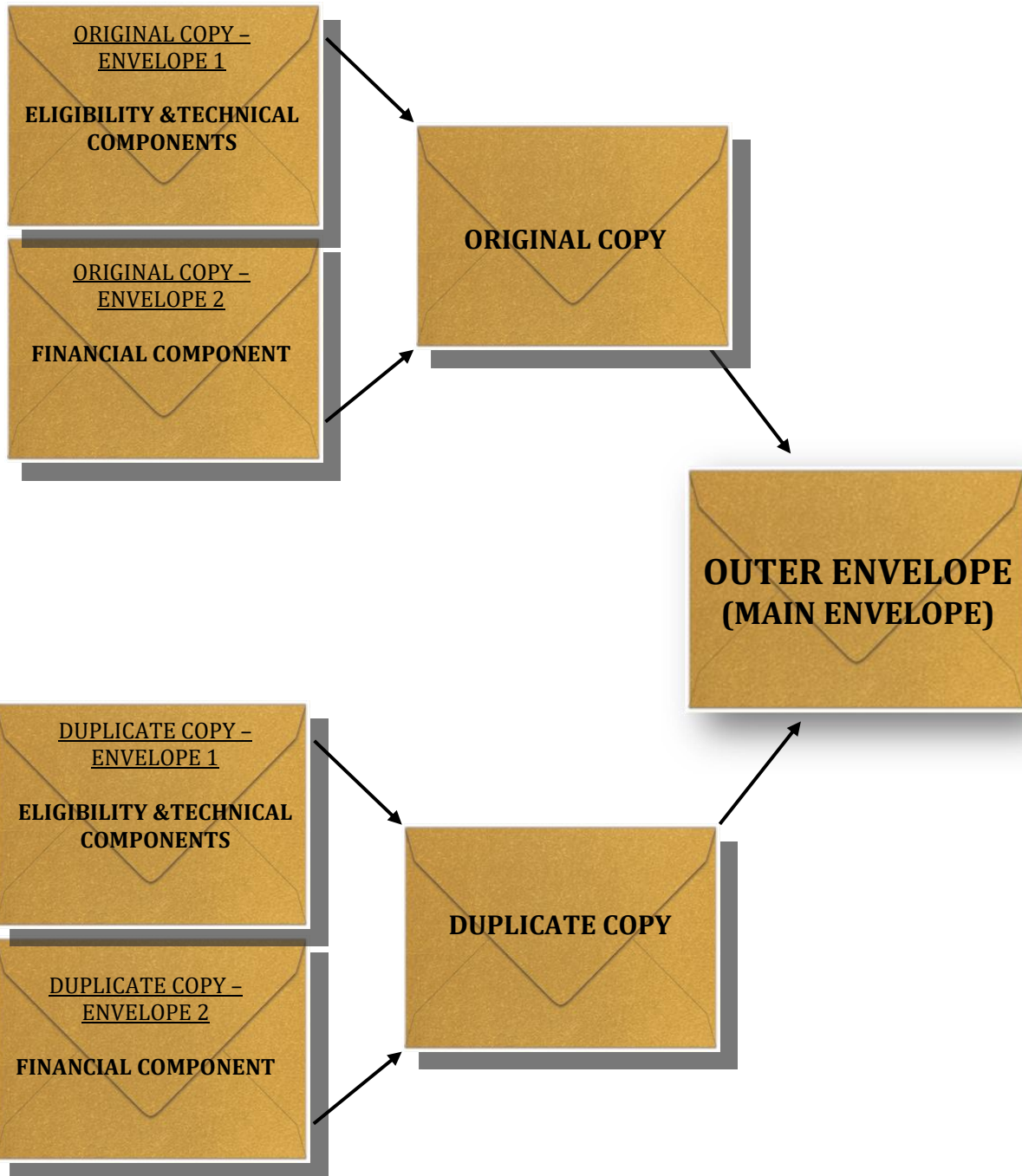
Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:
 1. Contract
 2. Certificate of Completion
 3. Certification of Acceptance

Submitted by : _____
 (Printed Name & Signature)

Designation : _____
 Date : _____

Sample Diagram for Bid Packaging



Sealing and Marking of Envelopes

ALL folders / envelopes shall be marked in accordance with Section 20.4 of the Instruction to Bidders in the Bidding Documents, which shall contain the following:

- Name of the contract to be bid in **CAPITAL LETTERS**;

-

**PROPOSED CONTRACT FOR LAUNDRY SERVICES
ONE (1) YEAR CONTRACT
(1 April 2024 TO 31 March 2025)**

- Name and address of the prospective bidder in **CAPITAL LETTERS**;

- Be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;

**BIDS AND AWARDS COMMITTEE (BAC) 1
UPM – PHILIPPINE GENERAL HOSPITAL
TAFT AVENUE, MANILA**

- Bear the specific identification of this bidding process indicated in ITB Clause 1.2;

Project Reference No.: BAC1-2023-10-0068

Bear a warning "**DO NOT OPEN BEFORE...**" the date and time for the opening of bids, in accordance with ITB Clause 18

